

Subject: Re: North Figueroa Association: Highland Park Independent Film Festival - Request for Council Civic Funds Application (CD1)
From: Misty Iwatsu <mistyli@aol.com>
Date: 01/17/2017 02:27 PM
To: Marita De La Torre <maritadelatorre@gmail.com>
CC: Moniquea Roberson <moniquea.roberson@lacity.org>, Rebeca Guerrero <rebeca.guerrero@lacity.org>, Colleen Brown <colleen.brown@lacity.org>

The address is correct

Misty Iwatsu, Executive Director
North Figueroa Assn
Lincoln Heights Benefit Assn of LA

On Jan 17, 2017, at 1:48 PM, Marita De La Torre <maritadelatorre@gmail.com> wrote:

Hi Rebecca and Moniquea,

Following up on the process for the check. We are still not in receipt. I am copying Misty Iwatsu from the North Figueroa Association here so we can all monitor the delivery.

Misty the address they have to send check is:

Misty Iwatsu
North Figueroa Association
5651 Fallston St.
Los Angeles, CA 90042

Can you confirm this is correct?

We can also arrange a pick up if this is easier.

Thank you All.

Marita De La Torre

 Picture

Actor | Writer | Producer

On Tue, Dec 27, 2016 at 1:28 PM, Moniquea Roberson <moniquea.roberson@lacity.org> wrote:
Thank you, Rebeca!

Marita- Please be so kind to let us know once you have the check in your possession. Thank you.

Moniquea

On Mon, Dec 19, 2016 at 12:37 PM, Rebeca Guerrero

<rebeca.guerrero@lacity.org> wrote:

Accounting informed me that the check will be mailed to the address provided.

Thank you and enjoy your vacation!

On Mon, Dec 19, 2016 at 12:25 PM, Marita De La Torre

<maritadelatorre@gmail.com> wrote:

Hi Rebeca,

I am out of town starting tomorrow through Jan. 4th. So if it is ready after the 4th, I will pick up but if it is ready before, you can mail to this address:

Misty Iwatsu
North Figueroa Association
5651 Fallston St.
Los Angeles, CA 90042

Thank you all very much!

Marita De La Torre

 Picture

Actor | Writer | Producer

On Mon, Dec 19, 2016 at 12:16 PM, Rebeca Guerrero

<rebeca.guerrero@lacity.org> wrote:

Hi Marita,

I don't have a date, but the City has up to a month to complete processing after obtaining approval from the City Attorney.
I already obtained her approval.

I am copying Colleen our Principal Accounting to request the pick up of your check.
Will it be you picking it up or somebody else?

Thank you,

On Mon, Dec 19, 2016 at 11:57 AM, Marita De La Torre
<maritadelatorre@gmail.com> wrote:

Hi Rebeca,

When would it be available for pick up?

Marita De La Torre

 Picture

Actor | Writer | Producer

On Mon, Dec 19, 2016 at 11:04 AM, Rebeca Guerrero
<rebeca.guerrero@lacity.org> wrote:

Hi Marita,

I would like to verify if you want to pick up the check or if mailing will be fine?

Thank you very much,

On Thu, Dec 15, 2016 at 3:57 PM, Rebeca Guerrero
<rebeca.guerrero@lacity.org> wrote:

Hi Marita,

The processing may take up to a month.

I am submitting the paper work to our Accounting for processing.

The voided check is not necessary. I can request a pick up in person from the Office of the Controller, but pls note that the process may take a little longer.

Thank you,
Rebeca

On Tue, Dec 13, 2016 at 9:42 AM, Moniquea Roberson
<moniquea.roberson@lacity.org> wrote:

Thank you, Marita.

I defer to Rebeca regarding your inquiry as to the process; and when the check may be ready for pick up.

Moniquea

On Mon, Dec 12, 2016 at 6:59 PM, Marita De La Torre
<maritadelatorre@gmail.com> wrote:

Hi Moniquea and Rebecca,

Attached, please find the IRS Determination letter for North Figueroa Association.

Thank you both.

May I inquire as to process from this point?

I would like to offer a pick up of the check myself if that is something which we can work out by Friday or next Monday?

Thank you so much!

Marita De La Torre

 Picture

Actor | Writer | Producer

On Mon, Dec 12, 2016 at 4:35 PM, Moniquea Roberson
<moniquea.roberson@lacity.org> wrote:

Re-sending to include a different email address for Marita, as the other one (marita@hpifilmfest.com) bounced back.

Marita- Please be so kind to scan over the requested info. and copy me. Thank you.

Moniquea

On Mon, Dec 12, 2016 at 4:31 PM, Moniquea Roberson
<moniquea.roberson@lacity.org> wrote:

Thank you, Rebeca.

Marita- Please be so kind to scan over the requested info. and copy me. Thank you.

Moniquea

On Mon, Dec 12, 2016 at 4:10 PM, Rebeca Guerrero
<rebeca.guerrero@lacity.org> wrote:

Hi Moniquea,

The W-9 indicates that they are exempt; therefore, we would need their IRS determination letter indicating their exemption if they are non-profit.

Thank you,

CC: Marita

On Tue, Dec 6, 2016 at 12:04 PM, Moniquea Roberson <moniquea.roberson@lacity.org> wrote:

Hello Rebecca,

Attached is a Request for Council Civic Funds for the North Figueroa Association: Highland Park Independent Film Festival.

If you have any questions or need additional information, please let me know. Thank you.

Kindly,

Moniquea Roberson
Office Manager
Office of Councilmember Gilbert Cedillo
Los Angeles City Council, District 1
200 N. Spring St, Rm 460
Los Angeles, CA 90012
Office: (213) 473-7001

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Department of Cultural Affairs, City of Los Angeles
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